

Patagonia Public Library
Job Title: Library Director
32 hours per week

This position includes additional evening and weekend work as programs and fund-raising events dictate.

Occasional travel is required to attend conferences and training.

Under the supervision of the Town Manager with input from the Library Advisory Board, the Library Director performs highly responsible financial, personnel and library management related functions. This employee works with financial accounts from multiple sources and performs additional leadership and supervisory responsibilities, which include making recommendations for changes to or creating new library policies. The Director is responsible for collecting accurate data to input when preparing the annual Arizona State Library report, quarterly County reports and monthly Town reports.

This position executes front line tasks related to collection development, circulation and cataloging of library materials. The position includes but is not limited to, developing, facilitating and scheduling adult and youth programming, creating associated publicity, offering patron technical support and readers' advisory. The Director researches, applies for and documents grant funded activities. The position provides consistent, courteous and sincere customer service to patrons and library staff at all times. The Director works closely with the Friends of the Library's fund-raising efforts and continually promotes the library.

Duties and Responsibilities:

- Manage the library's financial activities, including but not limited to: working with the Town Manager to create the annual Library budget, which includes soliciting funds from the County. Works with the Friends of the Library to develop an annual Library budget, develops grant budgets and documenting library expenditures.
- Approve time cards for processing by the Town of Patagonia
- Prepare invoices for payment by the Town of Patagonia and the Friends of the Library
- Maintain bookkeeping records and invoices
- Document Town and Friends account expenditures
- Research and apply for grants and document grant fund expenditures
- Schedule staff and volunteers
- Assist library patrons, as needed, on the desk, on the phone, via email and on computers
- Record and process interlibrary loan requests
- Perform various light custodial tasks as needed, such as dusting, emptying waste baskets, cleaning library materials, etc.
- Attend Town and Library staff meetings.

- Attend Library Advisory Board and Friends of the Library meetings
- Perform any duty, as needed, to maintain a safe and efficient workplace
- Perform other duties consistent with the responsibilities of the position
- Attend continuing education and training, virtually and in person

Knowledge, Skills and Abilities Required:

- Bachelor's degree or Masters in Library Science and/or experience in the Library field preferred
- Bookkeeping or related experience desired
- Skilled in using technology, licensing computer software and troubleshooting technology problems
- Skilled with use of Social Media
- Have strong oral and written communication skills
- Ability to interact courteously and effectively with the public, businesses and staff
- Ability to provide instruction in the use of the online catalog
- Ability to provide patron assistance in use of computers, tablets and e-readers
- Ability to establish and maintain effective, cooperative and courteous working relationships with partners, the public, co-workers and supervisors
- Knowledge of Book Industry Standards and Communications, BISAC

Physical demands of the Position:

- Frequent standing, walking, stooping, kneeling, crouching and sitting
- Lifting and carrying up to 50 pounds
- Pushing and pulling objects weighing as much as 120 pounds on wheels
- Talking and hearing; use of the telephone
- Ability to reach up to seven feet to retrieve and replace books with a stool or ladder
- Ability to bend to the floor level to retrieve and replace books

The person in this position is expected to be self-motivated, innovative and an active participant in the creation, planning, organizing, implementing and evaluating services and programs. The ideal candidate will be enthusiastic, passionate and have knowledge of the community that the library serves.